

Planning for Informational Meetings
Tool 10
PUBLIC MEETING CHECKLIST

Check		Resp. Party	Due Date	Notes
	<u>Preparation</u>			
	Date of meeting			<ul style="list-style-type: none"> • Timing with CIWMB submittal • Day of week
	Time of meeting			<ul style="list-style-type: none"> • Daytime/evening • How long
	Meeting location			<ul style="list-style-type: none"> • In project vicinity • Facility size, accessibility, amenities • Cost, who pays, payment process
	Presentation preparation			<ul style="list-style-type: none"> • Agenda • Script • Graphics
	Presenter(s)			<ul style="list-style-type: none"> • Knowledgeable authority figure • Specialist (engineer, authority on subject change) • Able to respond to questions • Facility as spokesperson
	Support staff			<ul style="list-style-type: none"> • Logistics • Greeter/sign-in • Note taker • Handout distributor • Supplies officer • Computer/projector operator
	Press contact staff/process			<ul style="list-style-type: none"> • ID who will speak to the press • Involve your public relations staff
	Amenities			<ul style="list-style-type: none"> • Cookies, Coffee, Water • Who provides • How extensive • Name tags • Note pads/pencils • Educational materials (products made from recycled materials)

	Communication Techniques			<ul style="list-style-type: none"> • Microphones • Mailing list sign-up sheet • Question cards
	Fact Sheet Key Messages Frequently Asked Questions (FAQs)			<ul style="list-style-type: none"> • Assemble facility and LEA facts • Create key messages • Develop list of questions • Formulate position & response • Involve public relations staff • For distribution or in-house use • Discuss with facility staff
	Public Notice			<ul style="list-style-type: none"> • Who develops • Process for posting in newspaper – who handles this & payment • Where will it be posted & when
	Mailing lists			<ul style="list-style-type: none"> • Property owners/residents, interested parties, haulers, host city officials • Haulers may be able to provide mailing list of residents • Mailing house
	<u>Presentation</u>			
	Content			<ul style="list-style-type: none"> • Pretend they know nothing • Assume they will ask questions; they will be interested • Be prepared for the unexpected <p><u>Content:</u></p> <ul style="list-style-type: none"> • Introductions • Why the hearing, meeting agenda • Overview of existing facility & its benefit to community, history • Describe the proposed change, what prompted it, why it's important, benefits • Process • Timeline • Request for input • Use exhibits, handouts
	Method of delivery			<ul style="list-style-type: none"> • PowerPoint presentation • Video • Lecture • Level of formality • How long

	<p>Equipment needed</p> <p>(Refer to Equipment & Supplies Checklist Tool for more detail)</p>			<ul style="list-style-type: none"> • Notebook computer • Projector/screen • TV Monitor • Microphones • Electrical outlet, power cords • Pointer • Easel, flip chart • White board/markers • Push pins, tape, Velcro • Tables, chairs • Podium
	Handouts			<ul style="list-style-type: none"> • How many • Keep it simple • Agenda • Fact Sheets • Description of proposed change • Frequently Asked Questions • Timeline, milestones • Brochures – Facility, recycle, etc.